

**FIRE TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **ALEXANDRIA** on **SEPTEMBER 9, 2015** will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING & SUPERVISION Knowledge of the procedures used to evaluate the effectiveness of a training program, to determine the need for additional training or for changes in the training program by analyzing the results training tests and reviewing the response of personnel at the emergency scene, to provide inside and outside training, to serve as an instructor, and to supervise personnel participating in the department's training program.	23.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, rescue, forcible entry, ventilation, salvage and overhaul, fire attack, and hazardous materials.	31.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of pump operations; nozzle and hose handling; fire streams; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	12.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of fire department tools and equipment in order to train department employees in the use of these, including protective breathing apparatus, ropes, fire extinguisher, and ladders.	15.0%
SAFETY Knowledge of the procedures used to conduct training, to demonstrate safety equipment, and to determine if department personnel are using equipment as demonstrated.	11.0%
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving recommending policies, goals, and objectives for the training division; keeping informed on modern fire fighting methods; and ordering supplies and equipment for training.	11.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Fireground Support Operations, 1st ed., 2002.
Fire and Emergency Services Instructor, 7th ed., 2006.
Fire Hose Practices, 8th ed., 2004.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.